

24 February 1954

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Subject: Reimbursement for Travel Expenses, etc.

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Dear Mr. [REDACTED]:

Your letter of 17 February concerning reference matter has been received and contents noted.

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Your assumption that I was not aware of the facts is true with the exception that Mr. [REDACTED] had mentioned the matter to me sometime since his return, and had also spoken to Miss [REDACTED], who is now 25X1A9a making a determined effort to take care of the necessary paper work. It is my hope that you will receive a check in the very near future.

While it is certainly proper that you should be reimbursed more promptly after expenditure of your own funds, there is another means available to you for eliminating this hardship, and one to which I and others have commonly reverted. You may wish to do the same in future instances, including your return trip. This is to estimate the cost of travel and allowable per diem and request an advance in the approximate amount of these combined expenses, which is then followed by an accounting and reimbursement or supplementary voucher as appropriate.

Very truly yours,

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